

**REPORT TO BOARD OF DIRECTORS**  
**From Executive Committee**  
**Meeting of November 16-17, 2001**

**RECOMMENDATIONS FOR BOARD APPROVAL:**

1. ExCom recommends that the Board of Directors amend ROB 100-116-002 to read (~~strikethrough~~ = deletion, double underline = addition):

~~Responsibilities The Executive Committee is responsible for approval of and relations with Associate Societies are transferred from the International Committee to the Executive Committee, including the formation of a committee of Associate Society representatives that reports to the Executive Committee, effective July 1, 1996.~~

**Background:** The proposed changes reflect the dissolution of the International Committee.

2. ExCom recommends that the Board of Directors approve amendments to ROB Book 2, Manual of Procedures for Officers and Directors, Section 4.5, *Responsibilities of Officers*, as shown in Attachment A.

**Background:** Section 4.5.7 has been added to meet an IRS requirement that spouses of officers have specific responsibilities in order for their expenses to attend meetings to be considered legitimate business expenses.

The current 4.5.7 was struck and the new section 4.5.8 was added to avoid duplication of the rules on reimbursement of officers' and spouses' expenses, which are located in the Transportation Reimbursement Policy.

3. ExCom recommends that ROB 520-102-002 be amended to read:

The Directors-at-Large of the BOD shall be assigned as ex-officio members to all standing committees except CRCs, Nominating and committees reporting directly to the Board or its Executive Committee. the following:

Board Planning  
Finance  
Nominating

**Background:** The proposed changes will make the rule more generic, thereby eliminating the need to list committees, and will clarify that DALs are not appointed as ex-officio members to Chapters Regional Committees (CRCs).

4. ExCom recommends that the Board motion approving the next joint CIBSE/ASHRAE conference be amended to read "The next Joint CIBSE/ASHRAE conference shall be held in late September/early October 2003 or in spring 2004 subject to CIBSE approval of an appropriate location in the UK."

**Background:** The proposed change will give flexibility of having the conference in either fall 2003 or spring 2004.

5. ExCom recommends that the Board of Directors approve daily expense rate limits for Board members for Society meetings as follows:

2002 Winter Meeting – Atlantic City - \$222.00  
2002 Annual Meeting – Honolulu - \$318.00

**Background:** Calculations for the above rates are in Attachment B.

6. ExCom recommends that the Board of Directors approve the application for membership of the Iron & Steel Society as an affiliate body of ABET.

**Background:** Additional information is in Attachment C.

#### INFORMATION ITEMS:

1. ExCom approved a recommendation that section 6.2, Duties of Members, of the PEAC MOP be modified as follows:

6.2 Attend all meetings of assigned committees. Request from each committee information about how the Board members assigned to them can better serve the needs of the committee.

2. ExCom was assigned responsibility for SPO 4.4, *Increase public awareness of ASHRAE's contributions to society*. An action plan has been approved by the Board, and several steps in the plan have been completed, including identifying audiences that should be addressed and obtaining suggestions of ASHRAE's contributions that would be of interest to the public.

A measure of completion of the SPO states that a public relations program either in-house or external will be created. ExCom is taking steps to explore creation of a layman-friendly website and development of a marketing or public relations program.

3. During the 2000-2001 Society year, there was a suggestion that the ASHRAE President request a meeting with the Secretary of Energy to discuss a national energy policy. Mr. Wolf and Mr. Coad jointly signed a letter that was sent to the Secretary of Energy requesting this meeting. During the current Society year, Chuck Miró, Director of Government Affairs, has worked with DOE staff and on Tuesday, December 11, a meeting with Assistant Secretary of Energy David Garman was held.
4. Following the September 11 terrorist attacks, President Coad appointed a Presidential Study Group on Health and Safety under Extraordinary Incidents, chaired by Dr. Jim Woods, to address what ASHRAE should do to provide health and safety to building occupants. The study group's report will be presented to the Board of Directors on Sunday, January 13, 2002.
5. In response to a suggestion of a public policy issue ASHRAE should address, an energy summit is being planned by the Washington Office staff. The summit will be a one-day event held in spring 2002 with a keynote address by a well-known speaker in the morning followed by a forum in the afternoon.

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